



TOWN OF SURF CITY

February 21, 2020 WORK SESSION AGENDA

Agenda

2:00 PM / Friday, February 21, 2020

Surf City Welcome Center, 102 N. Shore Drive

Call to Order

Mayor Douglas C. Medlin, Mayor

Invocation & Pledge

Introductions & Welcome

Approval of the Agenda

Work Plan

1. Final Plat Approval: Waterside Phase 1A
2. Advisory Committee Appointment: Parks & Recreation - Nicholas Tormala
3. Special Events Sponsorship Request:
4. Discussions of MOU with Holly Ridge: Summer Camp Programs
5. Ordinance Amendment: 2020-01 Fire Prevention & Protection
6. Beach Nourishment Update
7. Town Hall Update
8. Budget Overview

Town Council Work Plan Items:

Old Business:

1. Final Plat Approval: Waterside Phase 1A

New Business Discussion Items:

2. Advisory Committee Appointment: Parks & Recreation - Nicholas Tormala
3. Special Events Sponsorship Request:
4. Discussions of MOU with Holly Ridge: Summer Camp Programs
5. Ordinance Amendment: 2020-01 Fire Prevention & Protection

6. Beach Nourishment Update
7. Town Hall Update
8. Budget Overview



Town of Surf City

201 COMMUNITY CENTER
POST OFFICE BOX 2475
SURF CITY, NORTH CAROLINA 28445
(910) 328-4131 | FAX (910) 328-1746

Douglas C. Medlin, Mayor
William J. (Buddy) Fowler, Mayor Pro-Tem
Dwight Torres, Councilman

Donald R. Helms, Councilman
Teresa B. Batts, Councilwoman
Jeremy Shugarts, Councilman

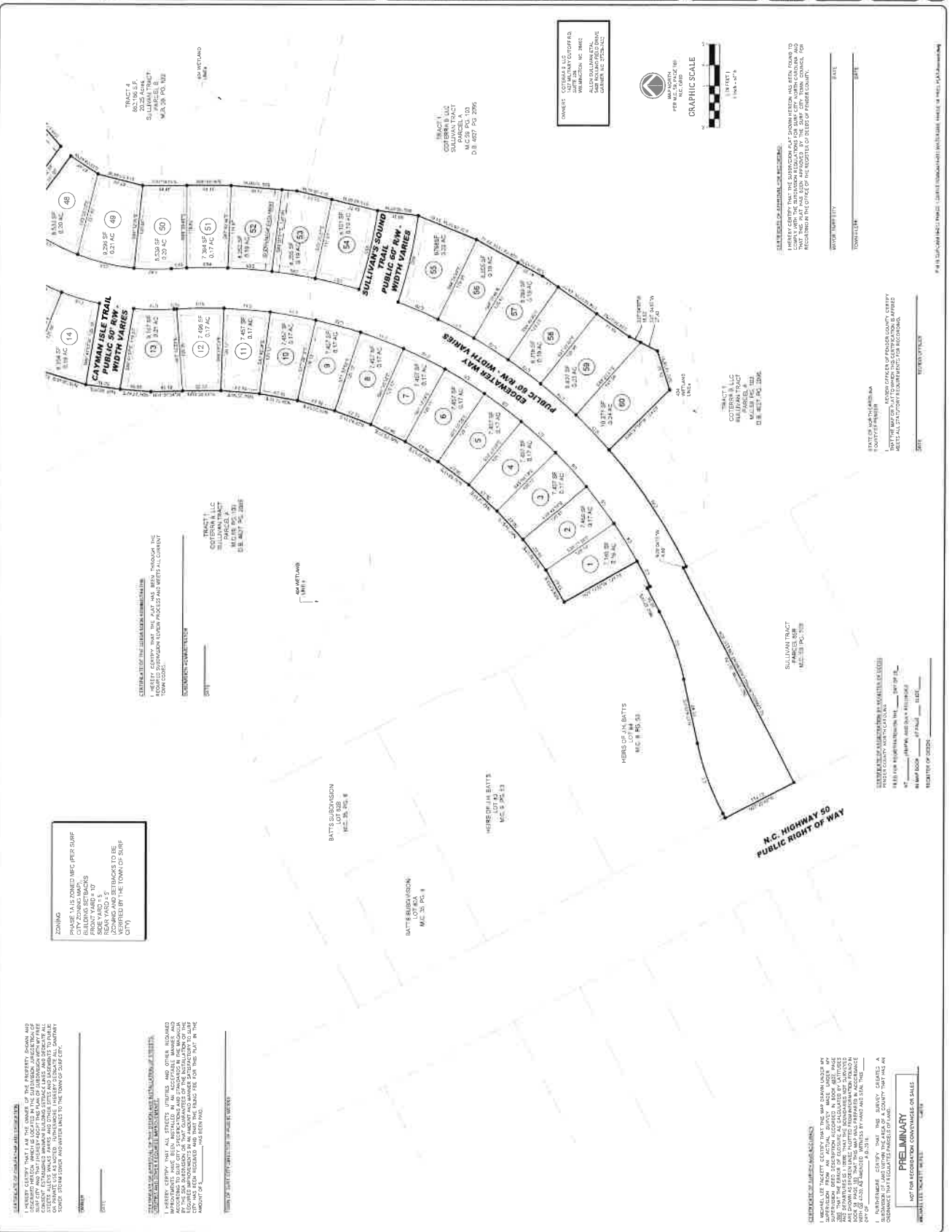
To: Town Council
From: Amy Kimes
Date: February 21, 2020
SUBJECT: Final Plat Waterside Phase 1A

SUMMARY

Cape Fear Engineering, applicant, on behalf of D. R. Horton owner, is requesting the approval of the Final Plat for Phase 1A of the major subdivision currently known as Waterside. The request consists of lots 1-60 located along the main access, Edgewater Way. This final plat is a part of the preliminary plat for phases 1 and 2 of Waterside. The remaining portion of the property does not have an approved preliminary plan. The requested portion of the subdivision is approximately 15.48 acres of the 65.30 acres currently approved as Phases 1 & 2. The overall tract of land is bordered by NC 50/210 on the west and Belt Road on the north. Phase 1A of the development is located west of NC 50/210 with one access point. This access will be via Edgewater Way which will line up with JH Batts Road. As a part of this request the developer has presented a letter of credit for the remaining infrastructure items.

ACTION REQUESTED:

Approval of the present plat with letter of credit and engineers estimate.



DATE	10/10/10
TIME	10:00
LOCATION	1000
PROJECT	1000
DESCRIPTION	1000
REMARKS	1000
INITIALS	1000
SIGNATURE	1000
DATE	10/10/10
TIME	10:00
LOCATION	1000
PROJECT	1000
DESCRIPTION	1000
REMARKS	1000
INITIALS	1000
SIGNATURE	1000

[illegible]

NOTES:
SEE SHEET # OF 2 FOR NOTES.

ISSUED FOR TOWN OF SURF CITY REVIEW

CAPE FEAR
ENGINEERING

151 Poole Rd. Suite 100 Bel Air NC, 28451
TEL (910) 383-1044; FAX (910) 383-1045
www.capearengineering.com

PROJECT NUMBER :	418-352
CALL :	RE. 3-11-84
DATE :	MARCH 2011
MACHINE :	WICK FULT

PRELIMINARY MAP FOR RECORD
WATERSIDE
SECTION 1A
LOTS 1-51

TOPSAIL TOWNSHIP
TOWN OF SURF CITY
PENDER COUNTY
NORTH CAROLINA

416-012

ENGINEER'S BOND ESTIMATE					
WATERSIDE - PHASE 1A (60 Lots)					
Pender County - North Carolina					
Item	Description	Engineer's Estimated Quantity	units	Unit Price	Probable Costs
1.00	SITE WORK / EROSION CONTROL				
1.01	Fine Grading	29,040	SY	\$1.85	\$ 53,724.00
1.02	Temporary Grassing	6.0	AC	\$1,900.00	\$ 11,400.00
1.03	Permanent Grassing	6.0	AC	\$6,500.00	\$ 39,000.00
1.04	Temporary Inlet Protection	35	EA	\$285.00	\$ 9,975.00
DIVISION I SUB-TOTAL					\$ 114,099.00
2.00	ONSITE ROADWAYS				
2.01	9" ABC Stone Base	2,479	SY	\$19.50	\$ 48,338.33
2.02	Fine Grading of Stone	2,479	SY	\$2.00	\$ 4,957.78
2.03	18" Curb & Gutter	5,655	LF	\$14.25	\$ 80,583.75
2.04	Backfill Behind Curb	5,655	LF	\$1.50	\$ 8,482.50
2.05	1 1/2" Asphalt Paving (Base Asphalt)	2,479	SY	\$12.50	\$ 30,986.11
2.06	1" Asphalt Paving (Final Lift)	2,479	SY	\$9.00	\$ 22,310.00
2.07	Testing	1	LS	\$60,000.00	\$ 60,000.00
2.08	5' Sidewalk with ramps	5,835	LF	\$16.50	\$ 96,277.50
DIVISION II SUB-TOTAL					\$ 351,935.97
3.00	OFFSITE ROADWAYS				
3.01	Driveway Improvements	1	LS	\$250,000.00	\$ 250,000.00
3.02	Signal Light Improvements	1	LS	\$350,000.00	\$ 350,000.00
DIVISION III SUB-TOTAL					\$ 600,000.00
4.00	Water Distribution				
4.01	Directional Bore at Entrance for Waterline Tie In	1	LS	\$21,600.00	\$ 21,600.00
4.02	Connect to Existing Line	1	EA	\$5,985.00	\$ 5,985.00
4.03	Water Line Testing & Disinfection & Bac-T	1	LS	\$9,500.00	\$ 9,500.00
4.04	Water As-builts and Certifications	1	LS	\$25,000.00	\$ 25,000.00
4.05	Water Deed and Dedication	1	LS	\$5,000.00	\$ 5,000.00
DIVISION IV SUB-TOTAL					\$ 67,085.00
5.00	Sanitary Sewer				
5.01	Sewer Testing	1	LS	\$25,000.00	\$ 25,000.00
5.02	Sewer As-builts and Certifications	1	LS	\$25,000.00	\$ 25,000.00
5.03	Sewer Deed and Dedication	1	LS	\$5,000.00	\$ 5,000.00
DIVISION V SUB-TOTAL					\$ 55,000.00
6.00	STORMWATER				
6.01	Stormdrain Inlet Frame and Grate	35	EA	\$200.00	\$ 7,000.00
6.02	Stormdrain Manhole Frame and Cover	4	EA	\$200.00	\$ 800.00
6.03	Stormdrain Weep Holes	39	EA	\$250.00	\$ 9,750.00
6.04	6" Sockpipe Below Curb tied into Storm Structure	5,655	LF	\$18.00	\$ 101,790.00
6.05	Pond Fine Grading	2,500	SY	\$2.50	\$ 6,250.00
6.06	Level Spreader & Vegetated Filter	3	EA	\$4,800.00	\$ 14,400.00
6.07	Pond Vegetated Shelf	3	EA	\$12,000.00	\$ 36,000.00
6.08	Pond As-builts and Certifications	1	LS	\$15,000.00	\$ 15,000.00
DIVISION VII SUB-TOTAL					\$ 190,990.00
7.00	Landscaping / Amenities				
7.01	Mail Kiosk	1	EA	\$2,500.00	\$ 2,500.00
7.02	Irrigation	1	LS	\$150,000.00	\$ 150,000.00
7.01	5' Mulch Trail (Not Pine Straw)	1,750	LF	\$3.50	\$ 6,125.00
7.02	Fountain	3	EA	\$1,500.00	\$ 4,500.00
7.03	Plantings	1	LS	\$68,650.00	\$ 68,650.00
DIVISION VIII SUB-TOTAL					\$ 231,775.00

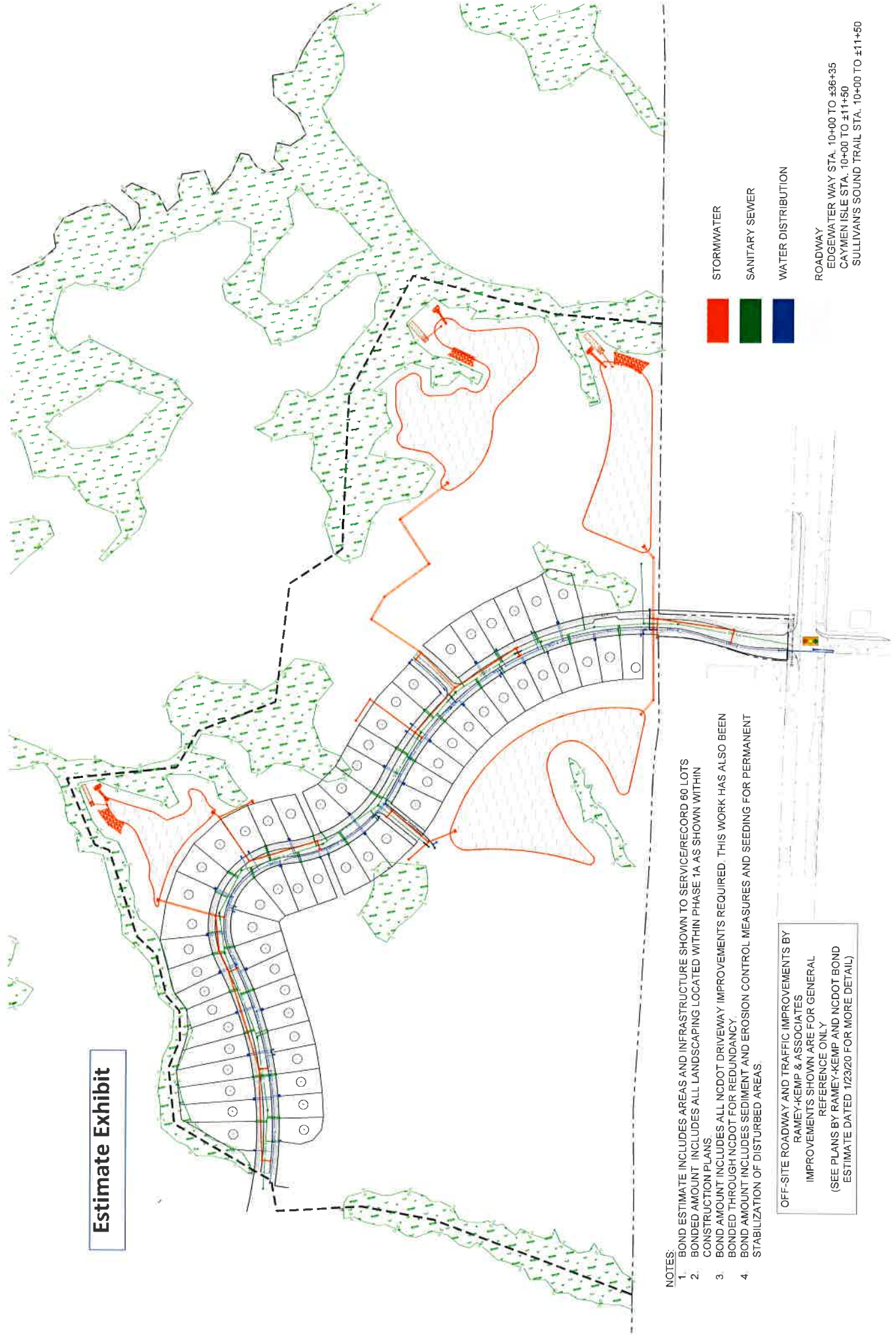


SUB-TOTAL	\$ 1,610,884.97
CONTINGENCY	25%
TOTAL	\$ 2,013,606.22

Notes:

1. Wire Utilities including electric, telephone, and cable have been excluded from the above cost estimate

Estimate Exhibit



NOTES:

1. BOND ESTIMATE INCLUDES AREAS AND INFRASTRUCTURE SHOWN TO SERVICE/RECORD 60 LOTS BONDED AMOUNT INCLUDES ALL LANDSCAPING LOCATED WITHIN PHASE 1A AS SHOWN WITHIN CONSTRUCTION PLANS.
2. BOND AMOUNT INCLUDES ALL NCDOT DRIVEWAY IMPROVEMENTS REQUIRED. THIS WORK HAS ALSO BEEN BONDED THROUGH NCDOT FOR REDUNDANCY.
3. BOND AMOUNT INCLUDES SEDIMENT AND EROSION CONTROL MEASURES AND SEEDING FOR PERMANENT STABILIZATION OF DISTURBED AREAS.
- 4.

OFF-SITE ROADWAY AND TRAFFIC IMPROVEMENTS BY
RAMEY-KEMP & ASSOCIATES
IMPROVEMENTS SHOWN ARE FOR GENERAL
REFERENCE ONLY
(SEE PLANS BY RAMEY-KEMP AND NCDOT BOND
ESTIMATE DATED 1/23/20 FOR MORE DETAIL)

STORMWATER

SANITARY SEWER

WATER DISTRIBUTION

ROADWAY

EDGEWATER WAY STA. 10+00 TO ±36+35

CAYMEN ISLE STA. 10+00 TO ±11+50

SULLIVAN'S SOUND TRAIL STA. 10+00 TO ±11+50



Irrevocable Standby Letter Of Credit**Number :** IS000117605U
Issue Date : January 30, 2020**BENEFICIARY**TOWN OF SURF CITY
201 COMMUNITY CENTER DRIVE
HAMPSTEAD, NORTH CAROLINA 28443**APPLICANT**D.R. HORTON, INC.
1341 HORTON CIRCLE
ARLINGTON, TEXAS 76011LETTER OF CREDIT ISSUE AMOUNT USD 2,013,606.22 EXPIRY DATE JANUARY 30, 2021**LADIES AND GENTLEMEN:**

WE HEREBY OPEN OUR IRREVOCABLE CREDIT IN YOUR FAVOR AVAILABLE BY YOUR DRAFTS AT SIGHT ON US FOR A SUM NOT EXCEEDING \$ 2,013,606.22 FOR THE ACCOUNT OF D.R. HORTON INC. (HEREAFTER KNOWN AS "CUSTOMER"). WHEN PRESENTED FOR PAYMENT, DRAFTS MUST BE ACCOMPANIED BY THE SIGNED STATEMENT OF TOWN OF SURF CITY ADMINISTRATOR THAT DRAWING IS DUE TO DEFAULT OR FAILURE TO PERFORM BY CUSTOMER, THE FOLLOWING IMPROVEMENTS IN THE WATERSIDE SUBDIVISION ON OR BEFORE THE 30TH DAY OF JAN, 2021.

ALL DRAFTS DRAWN HEREUNDER MUST BE MARKED "DRAWN ON WELLS FARGO BANK, N.A.'S LETTER OF CREDIT NO. IS000117605U".

THE AMOUNT OF ANY DRAFT DRAWN UNDER THIS CREDIT MUST BE ENTERED ON THE REVERSE SIDE HEREOF, AND ACKNOWLEDGED BY THE TOWN OF SURF CITY ADMINISTRATOR AND THIS LETTER OF CREDIT PRESENTED TO THE ISSUING BANK ALONG WITH A SIGNED NOTICE OF FAILURE TO PERFORM BY THE CUSTOMER.

THIS LETTER OF CREDIT EXPIRES AT OUR ABOVE OFFICE ON JANUARY 30, 2021.

CANCELLATION PRIOR TO EXPIRATION: YOU MAY RETURN THIS LETTER OF CREDIT TO US FOR CANCELLATION PRIOR TO ITS EXPIRATION PROVIDED THAT THIS LETTER OF CREDIT IS ACCOMPANIED BY YOUR WRITTEN AGREEMENT TO ITS CANCELLATION. SUCH WRITTEN AGREEMENT TO CANCELLATION SHOULD SPECIFICALLY REFERENCE THIS LETTER OF CREDIT BY NUMBER, CLEARLY INDICATE THAT IT IS BEING RETURNED FOR CANCELLATION AND BE SIGNED BY A PERSON IDENTIFYING THEMSELVES AS AUTHORIZED TO SIGN FOR YOU.

THIS LETTER OF CREDIT IS TRANSFERABLE ONE OR MORE TIMES, BUT IN EACH INSTANCE ONLY TO A SINGLE

TRANSFEREE AND ONLY IN THE FULL AMOUNT AVAILABLE TO BE DRAWN UNDER THE LETTER OF CREDIT AT THE TIME OF SUCH TRANSFER. ANY SUCH TRANSFER MAY BE EFFECTED ONLY THROUGH WELLS FARGO BANK, N.A. AND ONLY UPON PRESENTATION TO US AT OUR PRESENTATION OFFICE SPECIFIED HEREIN OF A DULY EXECUTED TRANSFER REQUEST IN THE FORM ATTACHED HERETO AS EXHIBIT A, WITH INSTRUCTIONS THEREIN IN BRACKETS COMPLIED WITH, TOGETHER WITH THE ORIGINAL OF THIS LETTER OF CREDIT AND ANY AMENDMENTS THERETO AND PAYMENT OF OUR TRANSFER FEE. THE TRANSFEREE'S NAME SHALL AUTOMATICALLY BE SUBSTITUTED FOR THAT OF THE BENEFICIARY WHEREVER SUCH BENEFICIARY'S NAME APPEARS WITHIN THIS STANDBY LETTER OF CREDIT. ALL CHARGES IN CONNECTION WITH ANY TRANSFER OF THIS LETTER OF CREDIT ARE FOR THE BENEFICIARY'S ACCOUNT.

WE WILL NOT BE LIABLE FOR DELAY, NON-RETURN OF DOCUMENTS, NON-PAYMENT, OR OTHER ACTION OR INACTION COMPELLED BY A LAW, EXECUTIVE OR JUDICIAL ORDER OR GOVERNMENT REGULATION APPLICABLE TO US.

EXCEPT AS OTHERWISE EXPRESSLY STATED HEREIN, THIS LETTER OF CREDIT IS GOVERNED BY THE UNIFORM COMMERCIAL CODE OF THE STATE OF NORTH CAROLINA (THE "UCC") AND SUBJECT TO THE INTERNATIONAL STANDBY PRACTICES 1998, INTERNATIONAL CHAMBER OF COMMERCE PUBLICATION NO. 590 ("ISP98"). IN THE EVENT OF A CONFLICT BETWEEN THE UCC AND ISP98, THE UCC WILL CONTROL.

Very Truly Yours,

WELLS FARGO BANK, N.A.

By: _____

Authorized Signature

BRIAN T. O'CONNELL
VICE PRESIDENT

The original of the Letter of Credit contains an embossed seal over the Authorized Signature.

Please direct any written correspondence or inquiries regarding this Letter of Credit, always quoting our reference number, to **Wells Fargo Bank, National Association**, Attn: U.S. Standby Trade Services

at either 794 Davis Street, 2nd Floor
MAC A0283-023,
San Leandro, CA 94577-6922

or 401 N. Research Pkwy, 1st Floor
MAC D4004-017,
WINSTON-SALEM, NC 27101-4157

Phone inquiries regarding this credit should be directed to our Standby Customer Connection Professionals

1-800-776-3862 Option 2
(Hours of Operation: 8:00 a.m. PT to 5:00 p.m. PT)

1-800-776-3862 Option 2
(Hours of Operation: 8:00 a.m. EST to 5:00 p.m. EST)



EXHIBIT A

REQUEST FOR FULL TRANSFER OF LETTER OF CREDIT

TO: WELLS FARGO BANK, N.A.

DATE: _____

STANDBY LETTER OF CREDIT DEPARTMENT
794 DAVIS STREET, 2ND FLOOR, MAC A0283-023
SAN LEANDRO, CA 94577-6922

STANDBY LETTER OF CREDIT DEPARTMENT
401 NORTH RESEARCH PARKWAY, 1ST FLOOR,
MAC D4004-012
WINSTON-SALEM, NC 27101-4157

LETTER OF CREDIT NUMBER: IS000117605U WELLS FARGO REF NUMBER (IF DIFFERENT): _____

ISSUING BANK: _____

FOR VALUE RECEIVED, THE UNDERSIGNED BENEFICIARY OF THE ABOVE REFERENCED LETTER OF CREDIT (THE "TRANSFEROR") HEREBY IRREVOCABLY TRANSFERS ALL ITS RIGHTS UNDER THE LETTER OF CREDIT AS AMENDED TO THIS DATE (THE "CREDIT") TO THE FOLLOWING TRANSFEREE (THE "TRANSFEREE"):

TRANSFEREE NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

BY THIS TRANSFER, ALL RIGHTS OF TRANSFEROR IN THE LETTER OF CREDIT ARE TRANSFERRED TO THE TRANSFEREE, AND THE TRANSFEREE SHALL BE THE SOLE BENEFICIARY OF THE LETTER OF CREDIT, POSSESSING ALL RIGHTS PERTAINING THERETO, INCLUDING, BUT NOT LIMITED TO, SOLE RIGHTS RELATING TO THE APPROVAL OF ANY AMENDMENTS MADE AFTER THE DATE HEREOF. YOU ARE HEREBY IRREVOCABLY INSTRUCTED TO ADVISE FUTURE AMENDMENT(S) TO THE LETTER OF CREDIT TO THE TRANSFEREE WITHOUT THE TRANSFEROR'S CONSENT OR NOTICE TO THE TRANSFEROR.

ENCLOSED ARE THE ORIGINAL LETTER OF CREDIT AND THE ORIGINAL OF ALL AMENDMENTS ISSUED TO DATE WHICH WE REQUEST THAT WELLS FARGO SEND TO THE TRANSFEREE AFTER NOTING THIS TRANSFER ON THE CREDIT. ALSO, WITH REGARD TO PAYMENT OF WELLS FARGO'S TRANSFER COMMISSION OF 1/4% OF THE TRANSFER AMOUNT WITH A MINIMUM OF \$250.00 AND A MAXIMUM OF \$1500.00:

_____ WE ENCLOSE AN OFFICIAL OR CERTIFIED CHECK IN THE AMOUNT OF \$(INSERT FIELD).

_____ WE AUTHORIZE YOU TO DEBIT OUR ACCOUNT NUMBER (INSERT FIELD) WITH YOU FOR THE AMOUNT OF YOUR TRANSFER COMMISSION.

_____ PER THE TERMS AND CONDITIONS STATED IN THE CREDIT, THE APPLICANT HAS AGREED TO PAY YOUR TRANSFER COMMISSION.



WE REPRESENT AND WARRANT TO WELLS FARGO THAT THIS TRANSFER AND THE TRANSACTION(S) THEREUNDER DO NOT VIOLATE ANY LAW OR REGULATION.

PLEASE NOTIFY THE TRANSFEREE OF THIS TRANSFER AND OF THE TERMS AND CONDITIONS OF THE LETTER OF CREDIT AS TRANSFERRED. THIS TRANSFER WILL BECOME EFFECTIVE UPON WELLS FARGO BANK, N.A.'S WRITTEN NOTIFICATION TO THE TRANSFEREE THAT SUCH TRANSFER WAS EFFECTED.

[TRANSFEROR'S NAME]

THE BANK SIGNING BELOW GUARANTEES THAT THE TRANSFEROR'S SIGNATURE IS GENUINE AND THAT THE INDIVIDUAL SIGNING THIS TRANSFER REQUEST HAS THE AUTHORITY TO DO SO:

BY: _____
PRINTED NAME: _____
TITLE: _____
PHONE NUMBER: _____

[BANK'S NAME]

BY: _____
PRINTED NAME: _____
TITLE: _____

AS AN ALTERNATIVE TO THE ABOVE REQUIREMENT FOR A BANK'S SIGNATURE GUARANTEE, THE FOLLOWING AUTHORIZED SIGNER CERTIFICATION MAY BE COMPLETED:

I, THE UNDERSIGNED DO HEREBY CERTIFY THAT I HOLD THE TITLE OF __ SECRETARY, __ ASSISTANT SECRETARY, __ CHIEF FINANCIAL OFFICER, __ CHIEF EXECUTIVE OFFICER, __ PRESIDENT, __ VICE PRESIDENT, __ TREASURER, __ MANAGING MEMBER, __ MANAGER, OR __ OTHER _____ AND I AM AUTHORIZED TO CERTIFY ON BEHALF OF THE BENEFICIARY, AS OF THE DATE OF THIS AUTHORIZED SIGNER CERTIFICATION, THAT THE PERSON(S) SIGNING AS TRANSFEROR ABOVE PRESENTLY HOLDS THE TITLE SPECIFIED IN THE TRANSFEROR SIGNATORY SECTION AND THE SIGNATURE IS GENUINE OF SUCH PERSON. THAT SUCH PERSON SIGNING ABOVE AS TRANSFEROR IS AUTHORIZED ON BEHALF OF THE BENEFICIARY TO ENTER INTO OR EXECUTE AND DELIVER THIS REQUEST TO TRANSFER A LETTER OF CREDIT ISSUED BY WELLS FARGO BANK, N.A. INCLUDING THE ABOVE TERMS AND CONDITIONS IN SUCH REQUEST FOR FULL TRANSFER OF LETTER OF CREDIT.

WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY NAME THIS DAY OF , 20 .

*BY: _____ (SIGNATURE) PRINTED NAME: _____

*THE PERSON MAKING THIS CERTIFICATION MAY NOT BE THE AUTHORIZED SIGNATORY ON THE REQUEST FOR FULL TRANSFER OF LETTER OF CREDIT.



**CANDIDATES REQUEST FOR APPOINTMENT
ADVISORY BOARDS AND COMMITTEES
TOWN OF SURF CITY**

Are you a Town of Surf City resident, at least 18 years of age, willing to volunteer your time and expertise to your community? Please complete this application and return to:

Mail Completed
Form: Town of Surf
City Attn: Town Clerk
PO Box 2475
Surf City, NC 28445

Email completed form:
shobbs@surfcitync.gov

Fax completed form:
910-328-4132

Board/Committee: Parks and Recreation Committee

Applicant Name: Nicholas Tormala

Home Address: 679 Morris Landing Rd

Business Address: 2765 NC HWY 210 E

Do you live within the Corporate limits of Surf City? ☐ Yes ☒ No

How long have you been a resident in Surf City? _____ Years

Education and Employment Information

High School: Melbourne High School Melbourne, Florida

Year Graduated: 2000

Institution Name: University of North Florida

Year Graduation: 2003

Major: Bachelors of Business Administration

Current Employer: Publix Super Markets at the Arboretum in Surf City

Title/Position: Store Manager

Duties: Overall Store Operations and Building Business

General Information

Current membership in organizations and offices held:

Topsail Baseball Club Board of Directors - Member at Large

Greater Topsail Area Chamber of Commerce Member

Past organizational membership and offices held:

Do you anticipate a conflict of interest by serving as a member of a Board or Committee? No

If yes, explain:

Do you possess subject matter education, training, and/or experience for the Board or Committee for which you are applying? If yes, explain below

As a business leader in the community, the growth and development of Surf City is vital to the future success of my business.

Publix values the communities in which it serves. Being involved as a responsible member of the community is something that I believe in. Making sound business decisions that encourage growth as well as making financial sense are a key part of what I do on a daily basis. Also, having four small children that participate in various sports within the Surf City Athletic program and use many of the parks in the town provide with experience of what growing families are looking for.

If no, state reasons why you feel qualified for this appointment.

NOTE:

This information will be used by the Town Council in making appointments to Boards and Committees. In the event you are appointed, some information may be used as a news release to identify you to the community.

Nicholas Tormala

NAME

February 15, 2020

DATE

Special Events Sponsorship Request

Bridge Day 5k

Bridge Day, Inc. is a 501-3c non-profit, hosting a 5k on Saturday, May 16th at 7:00am at Soundside Park. The proceeds from the 5k go towards mental health awareness.

2019 Sponsorship Cost: \$0

2020 Sponsorship Request: Application Fee \$150.00 and Emergency Responders \$400.00

Kiwanis Club of Hampstead 5k

The Hampstead Kiwanis Club is hosting a 3-mile Fun Run on Saturday, June 6th at 6:30am at Soundside Park. The proceeds from the Fun Run will go back to the Topsail School System.

2019 Sponsorship Cost: Application Fee \$150.00

2020 Sponsorship Request: Application Fee \$150.00 and Emergency Responders \$250.00

Paddle 4 Troops

Paddle 4 Troops (P4T) is a dedicated group of volunteers with one common mission: to provide support and assistance to local veterans, active duty, retired military, and their families. Located in Surf City, NC, P4T has been assisting our nation's brave and noble since 2011. Since its early days with Josh and Dwight Torres' vision of supporting those in need, Paddle 4 Troops has provided more than \$200,000 in assistance to local military and their families. Whether it is time, financial support, or a helping hand, P4T is there to support those in need. Together, along with the outstanding community of Topsail Island, this non-profit organization is working to bridge the military and civilian divide. Providing relief and a helping to rebuild resiliency is the least our community can do to assist those that have put their lives on the line.

2020 Sponsorship Request: Vendor Fee for Taco Fest \$50.00

Dolphin Dip 2021

Share The Table is a food ministry.

Through our free community meal, school backpack (MUNCH) program and food pantry, we are feeding an average of 1,000 people per week. We are honored to serve those in need in our community. The added support we are able to give with food, fellowship and love means a great deal to our clients and volunteers. We also provide books, toys, linens and small household items. In 2019, we distributed 379,921 pounds of food, which translates to 319,934 meals! We could not do this without the support of our surrounding communities. We are asking for your sponsorship to cover the town costs for our annual Dolphin Dip fundraiser on January, 1 2021. This fundraiser was gifted to us 2 years ago and is a great way to spread the word about Share the Table, raise funds toward our mission, and it is a wonderful community event! The Dolphin Dip brings thousands of people out on Jan. 1st. We greatly appreciate the support the Town of Surf City has given us in the past and would appreciate your continued support.

2020 Sponsorship Cost: Application Fee \$150.00 and Emergency Responders \$500.00

2021 Sponsorship Request: \$Application Fee\$150.00 and Emergency Responders \$500.00

Proposed Ordinance Changes and Additions are listed in Red.

Sec. 12-14. Excessive false alarms.

(a) *Purpose.* The purpose of this section is to protect the public health and safety by encouraging proper installation and maintenance of automated burglar and fire alarm systems and by preventing excessive false alarm calls to the police and fire departments.

(b) *Definitions.* The following words, terms, and phrases shall have the meanings ascribed to them in this section, except where context clearly indicates a different meaning.

Alarm call means any automatically dialed message or signal, or any verbal, visual, or audio, or electronic message designed to alert public safety agencies to a potential emergency.

Alarm device means any type of alarm system designed to actuate equipment providing warning of intrusion, robbery, fire, smoke, flood, or other public safety peril.

False alarm means any alarm call which, upon a response by the police department and/or fire department, is discovered not to be based on an actual instance of intrusion, robbery, fire, smoke, flood, or other public safety peril. False alarms shall include all alarms and alarm calls caused by malfunctions or improper settings of alarm devices, but do not include alarm calls generated by a verified electrical power outage, alarms activated by verified adverse weather, and alarms generated during a test of an alarm device if the emergency communications center and the affected police or fire department is notified in advance.

(c) *Alarm device registration.* All persons who utilize an alarm device designed to summon the police and/or fire department to an apparent public safety emergency or problem shall maintain with the appropriate department an up-to-date registration of the owner or user's name, address, and telephone numbers, as well as the name and telephone numbers of at least two (2) other persons who are qualified and authorized to deactivate the alarm.

(d) *Alarm device installation.* No person shall, after the date this section becomes effective (February 5, 2002), install an alarm device designed to summon the town police or fire department to a premises without informing and obtaining the approval of the chief of that department. All such installations shall be made by a qualified installer licensed to conduct business in the town and shall be registered with the appropriate police and/or fire department. At the time of review and approval of that request, the police and/or fire department shall furnish the person initiating the installation with a copy of these regulations.

(e) *Alarm device maintenance.* The owner and the operator of any property on which an alarm device is installed each has responsibility to ensure that such equipment is properly installed and is maintained in a manner which prevents unnecessary false

alarms. Deactivation of alarm devices shall be the responsibility of the alarm owners and/or users.

(f) *False alarm notices.* Notices of all false alarms shall be sent to the person in whose name the alarm device is registered with the town, a copy shall be maintained by the department issuing the notice, and a copy shall be furnished to the department charged with enforcing this section. Such notices shall describe the circumstances under which false alarms are considered excessive and shall advise the registered owner or user of the potential penalties.

(g) *Excessive alarms.* False alarms shall be considered excessive if they result in more than the following number of false alarms from the same premises:

- (1) More than two (2) false alarms in one (1) month;
- (2) More than three (3) false alarms in a six-month period;
- (3) More than five (5) false alarms in a twelve-month period.

(h) *Penalties.* Excessive false alarms shall constitute a public nuisance, punishable as a misdemeanor under G.S. Ch. 14 and/or with civil penalties as follows:

- (1) First excessive false alarm: ~~\$50.00~~ \$100.00 fine.
- (2) Second excessive false alarm: ~~\$75.00~~ \$250.00 fine.
- (3) Third and additional excessive false alarms: ~~\$100.00~~ \$500.00 fine.

If the owner or user of an alarm device fails to take action to repair a device which is chronically malfunctioning, the chief of the police department and/or fire department may request that the emergency communications center suspend the owner or user's privilege to send calls to the communications center until necessary maintenance is performed.

(i) *Enforcement.* This section shall be enforced by the police department for security/burglar alarms and by the fire department for fire/smoke/co alarms.

(Ord. No. 2002-4, 2-5-02)

Sec. 7-2. Obstructing hydrants.

~~It shall be unlawful for any person to obstruct, with building material or otherwise, any hydrant or fireplug in the town, in such manner as to interfere with or obstruct the easy approach to the same or its convenient use by the fire department.~~

(Code 1977, § 10-2; Ord. No. 2018-06, § I, 9-4-18)

State law reference— Parking near fire hydrants, G.S. 20-162; blocking firefighting equipment, G.S. 20-157.

Sec. 7-2. Parking Prohibited in Fire Lanes and Obstructing Hydrants.

(a) No person shall park a vehicle or permit it to stand, whether attended or unattended, upon any public vehicular area, street, highway or roadway in front of or within 15 feet in either direction of a fire hydrant or the entrance to a fire station.

(b) No person shall obstruct with building material or otherwise within 15 feet in either direction of a fire hydrant or fire station entrance.

(c) No person shall park a vehicle or permit it to stand, whether attended or unattended, upon any public vehicular area, street, highway or roadway in any area designated as a fire lane. This prohibition includes designated fire lanes in shopping center or mall parking lots and all other public vehicular areas. Provided, however, persons loading or unloading supplies or merchandise may park temporarily in a fire lane located in a shopping center or mall parking lot if the vehicle is not left unattended. The prima facie rule of evidence created by G.S. 20-162.1 is applicable to prosecutions for violation of this section. The owner of a vehicle parked in violation of this subsection shall be deemed to have appointed the Surf City fire code official or any state, county or municipal law-enforcement officer or his agent for the purpose of arranging for the removal, transportation and safe storage of such vehicle. The Surf City fire code official or law enforcement officer removing such a vehicle shall not be held criminally or civilly liable in any way for any acts or omissions arising out of or caused by carrying out or enforcing any provisions of this subsection, unless the conduct of the Surf City fire code official or law enforcement officer amounts to wanton misconduct or intentional wrongdoing.

(d) Violations of this section will result in fines specified in Sec 7-8. of this chapter.

State law reference— Parking near fire hydrants, G.S. 20-162; blocking firefighting equipment, G.S. 20-157.

Sec. 7-14 Commercial Burning Prohibited

(a) It shall be unlawful for any person, firm or contractor to ignite or maintain any fire upon property located within the Town of Surf City for commercial purposes. This includes but is not limited to land clearing, landscaping debris or the hauling in of brush that is burned for commercial principal or by a contactor providing service. It shall be the responsibility of the contractor or commercial entity conducting the clearing or hauling operation, to dispose of any and all construction related and vegetative debris in a proper manner without burning the debris within town limits.

(b) Private citizens (non-commercial) will be exempted from this code provision if they are burning a small amount of natural yard debris located on their private property. The natural yard debris must be derived exclusively from their property located within the Town of Surf City.

(c) Private citizens must first secure a written burning permit from the fire chief or fire code official, prior to burning natural debris within the Town of Surf City.

(d) The burning of construction debris is prohibited within the Town of Surf City.

(e) Violations of this section will result in fines specified in Sec. 7-8. of this chapter.

Federal Storm Mitigation Project

Staff received information pertaining to the potential property acquisition on N. Shore Drive last week. The dwelling in question was removed from the property in 2013 due to the dwellings condition at that time. Staff forwarded tax data and pictures to USACE for confirmation. We are still awaiting approval from NCDOT on right-of-parking at two specific beach accesses along S. Shore Drive. Utilizing a template provided by the USACE, Staff will utilize current and historical aerial photography to determine property status. Property status is divided into several categories based on location of the dune structure. This data is expected to be collected and completed by early next week. This ultimately determines the ability of the Town to obtain the cost-share provided by the USACE. The USACE design engineer is expected to complete the validation of the real estate lines against the more recent survey information any day. Once these are received the town attorney can draft the perpetual easements for all oceanfront property owners. Staff has scheduled a Hurricane Preparedness and Beach Nourishment meeting for April 18th from 9:00am to Noon at the Welcome Center.



Town of Surf City

201 COMMUNITY CENTER
POST OFFICE BOX 2475
SURF CITY, NORTH CAROLINA 28445
(910) 328-4131 | FAX (910) 328-1746

Douglas C. Medlin, Mayor
William J. (Buddy) Fowler, Mayor Pro-Tem
Dwight Torres, Councilman

Donald R. Helms, Councilman
Teresa B. Batts, Councilwoman
Jeremy Shugarts, Councilman

To: Mayor and Town Council
From: Kyle M. Breuer, Town Manager
Date: February 18, 2020
Re: Town Hall Project Update

Staff will present and review with Council an update on the Town Hall project, including the purpose and need, site overview, funding, and schedule/next steps. Staff will host a "kick-off" meeting with the "Project Team" on February 25th at Town Hall. Following this meeting, a clear and definitive project schedule identifying key milestones and overall project timing will be prepared.

As the project progresses, staff will bring updates to Council during your work-session agenda.



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To: Mayor and Town Council
From: Kyle M. Breuer, Town Manager
Date: February 18, 2020
Re: FY 20/21 Budget Overview

As we begin next year's budget process, Staff will provide a brief presentation on expectations and timing of upcoming budget milestones, including overall messaging and direction for staff. Following the Retreat, scheduled for February 19, 2020, Council will begin their budget "kick-off" and deliberations March 21, 2020 and will continue until FY 20/21 budget adoption, tentatively scheduled for June 2, 2020.

Staff is including the Memo provided to Department Manager's at our February 7, 2020 Manager's meeting.

MEMORANDUM

TO: DEPARTMENT HEADS AND KEY STAFF
FROM: KYLE BREUER, TOWN MANAGER
ASHLEY LOFTIS, ASSISTANT TOWN MANAGER/FINANCE DIRECTOR
SUBJECT: BUDGET PREPARATION INSTRUCTIONS AND CALENDAR
DATE: FEBRUARY 7, 2020

The Town of Surf City is approximately 60% into its FY 19/20 Budget which is also time to start thinking and preparing for the FY 20/21 Budget. As part of this memo we have included a tentative budget calendar, specific instructions for how and what we would like submitted for each Department or major function, program, etc. We have included templates and documents that will be familiar to most departments for you to use as parts of what you will need to submit to us. We will continue to use a similar process as last year where you complete the provided spreadsheet with your specific budget requests and supporting detail.

I want to stress that it is very important for you to fully complete the items being requested and to provide them to us on or before the requested timeline dates.

Budget Message

The Budget Message from the Manager is an important part of the document that Council adopts each year. That message lays out general conditions of the organization, needs, changes, and sets the tone for what we are requesting of the Town's elected officials. We want you all to provide your own summary version for your department to us in addition to providing line item entry for the various dollar amounts. This will help us share the operating pressures your department is experiencing and understand the annual budget needs. The Departmental Budget Request Summary form and template should be self-explanatory, but feel free to see me with any questions. This year will be similar to prior years in that the Town is working on major projects and it is our duty to make sure we're presenting a product that is reflective of a highly efficient organization and that careful thought has gone into your requests. "For every action there is an equal and opposite reaction -Newton".

Operating Budget Line Item Entry

The MCSJ software allows for a spreadsheet-based input for departmental line items, as well as any related notes. Detailed descriptions will be required for each line item that makes up your budget. As we review your budget submissions, this will help us understand the request and potential justifications. These spreadsheet forms/templates will come from the Finance Director. If you've obtained quotes for specific items in your budget, please include these as separate attachments and coordinate to have them submitted.

Potential Reductions and Related Impacts

Within the template is also a place for you to describe potential reductions and the related impacts to your department, the public, etc. if we made such cuts. These are not necessarily things we will cut, but if you list them they potentially become options for the Town Council as we balance the budget for final approval. We'd rather see realistic things from you and what specifically your department needs for operations or effectiveness in providing services. Conversely, if you have efficiencies that you can demonstrate that will reduce your expenditures, please highlight these as well.

New and Additional Requests

Just as we need to identify areas we can reduce expenses and the impacts, there are likely areas where we might have a need to add staffing, major equipment, a new project or program, etc. That part of the template is the place for you to describe any significant addition to your budget that is not already in place in the current fiscal year budget. Describe with detail what is proposed, a cost estimate and how it benefits the town and/or serves some need or deficiency in your department. If you are proposing new employees, you will need to coordinate that request with the Town Manager/Assistant Town Manager to insure the right kind of position is identified and an estimate of what that cost will be calculated. You also need to be able to provide objective justifications for new staffing that might include information about workloads, new project or programs, changes to laws that are impacting staffing, etc. We need this to make a case to Council and be able to justify expenses related to that personnel change. You also need to be able to identify any related equipment, supplies, etc. tied to a new position. That could be vehicles, computers, uniforms, training, etc. Requests for any new vehicles should be accommodated with maintenance records showing that the vehicle is at its end of useful life. Just because a vehicle has high mileage does not necessary mean it needs to be replaced, perhaps it could be transferred or repurposed somewhere else.

Capital Projects

Any **new asset** that is \$5,000 or more in expense and has a life span over more than a year will be considered as **capital outlay**. If you have an expense that is \$5,000 or more and it pertains to an **existing asset**, this will be considered **maintenance & repair**. Major projects or expenses that exceed \$50,000 such as adding a building or a major utility expansion or buying heavy equipment might fall into the category of capital projects. We will review these and create a Capital Improvement Plan as part of the process, but as a separate document to compliment the normal operating budget. The expectation for these types of expenditures is that there's a detailed request, what funding sources will be utilized to purchase (i.e. general fund or enterprise fund or grant opportunities). Please utilize the included capital budget request form for any capital project requests. When you submit this form, please include any supporting documentation that you have to help justify the project.

Fiscal Year 2020-2021 Budget Calendar

February 19, 2020	Council Retreat
March 21 st , 2020	Council Work Session/ Budget Kick Off
April 3 rd , 2020	Budget Request Line Entry Due for All Departments
April 3 rd , 2020	Supplemental Departmental Budget Request Forms due to the Town Manager.
April 6th through April 10th, 2020	Departmental Budget Discussions/ Reviews
April 17 th , 2020	Council Work Session/ Budget Workshop
May 5 th , 2020	Manager's Recommended Budget Submitted at May Council Meeting
May 22 nd , 2020	Council Work Session*
June 2 nd , 2020	Budget Public Hearing and Consideration for Adoption
June 19 th , 2020	Council Work Session*
June 29 th , 2020	Last Day Statutorily for Budget Adoption

**These recurring work session dates can be used for any remaining budget discussions/changes prior to adoption if needed.*